

Open Enrollment Online Enrollment Instructions

1. **GO to Employee Self Service** at wald1.seattle.gov/dea/hris/LogOn/LogOn/
2. **ENTER your employee number and password** (if you do not know your employee number, contact your HR rep. For a password reset contact DoIT or the appropriate department contact.)
3. **SELECT Benefits and then Open Enrollment**
(If this is your first time opening the benefits enrollment, please review the Open Enrollment agreement and **select agree.**)